



STATE OF MISSISSIPPI  
GOVERNOR PHIL BRYANT

DEPARTMENT OF FINANCE AND ADMINISTRATION

KEVIN J. UPCHURCH  
EXECUTIVE DIRECTOR

MEMORANDUM

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**TO:** All State Agencies and Institutions

**FROM:** Glenn R. Kornbrek, Director, Bureau of Building

**DATE:** June 29, 2016

**SUBJECT:** 2016 Inventory of Buildings

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This Memo is to serve as notification of the required reports that are due to the Bureau of Building, Grounds and Real Property Management by Monday, August 15, 2016. As many of you are aware, the Bureau of Building implemented a new Enhanced Inventory System (EIS) to replace the previously used spreadsheet for the Inventory of Buildings. It is the responsibility of each Agency / Institution to ensure that you access the EIS and make any needed changes or updates **PRIOR TO AUGUST 15, 2016.** After this date, the EIS will be in lock-out mode until September 1, 2016 and any changes or updates will not appear on the 2016 report. This is in accordance for submittal to LBO per Code Section 31-11-27.

Training was offered previously for all Agencies and Institutions and all should have access to the EIS. An online training manual for the system may also be utilized once you have logged into the system itself. Upon logging into the system, you can click the "Account" tab at the top of the page. From there, you will see "View Training Manual" in the top left-hand corner of the page, which will provide you additional instructions for using the system. If you do not, or if you have not been trained on use of the system, or if you are not able to access the system, please contact Kent Adams at [kent.adams@dfa.ms.gov](mailto:kent.adams@dfa.ms.gov). If you do not have your User Name or Password or cannot obtain access, please contact Kent Adams at [kent.adams@dfa.ms.gov](mailto:kent.adams@dfa.ms.gov).

In making updates to your buildings for this year's report, we ask that all Agencies and Institutions please pay special attention to the following fields:

- Repairs for Prior Year
- Replacement Value
- Facility Needs
- Estimated Repairs

While we ask all Agencies and Institutions to keep all information in the Inventory as up-to-date and accurate as possible, the fields above are particularly important, because they assist the Bureau and LBO in determining future needs and projected costs for needed repairs and renovations. Without this information, it is very difficult to determine accurately the needs of each Agency and Institution.

### Present Condition:

Rating bias and lack of uniform definitions has led to significant variance of reported condition of facilities. In order to achieve consistency of reporting across all agencies and institutions, review your inventory data and revise your “Present Condition” value for each facility on the basis of the following definitions:

**Excellent:** Facility functions properly and is well suited for current use. Required repairs or renovations are less than 5% of replacement value.

**Good:** Facility functions adequately and meets current needs. Required repairs or renovations are greater than 5% but less than 25% of replacement value.

**Satisfactory:** Facility functions marginally but has significant issues jeopardizing continued use unless addressed. Required repairs or renovations are between 25% and 50% of replacement value.

**Poor:** Facility is still useable but in urgent need of repair or replacement. Repairs exceed 50% of replacement value.

**Unusable:** Facility cannot be used for intended purpose and is partially or completely vacant or utilized for storage or some other purpose due to either overall facility condition or a specific deficiency preventing occupancy. Required repairs or renovations can be of any value.

Facilities can become vacant due to reasons other than facility condition such as reduced need or program changes. Such facilities should be rated per above based on facility condition, not occupancy.

### Adding and Deleting Buildings:

The “Added/Deleted” and “Date Added/Deleted” fields for each facility are used to relay to LBO the changes from one report year to the next. While facilities are actually “Added” or “Deleted” to the EIS at the first level of the “*Facilities*” tab, utilize the “Added/Delete” and “Date Added/Deleted” fields for each facility as follows:

**Facility Added between August 16, 2015 and August 15, 2016:** Use “*Add Facility*” option at the first level of the “*Facilities*” tab and enter data for each field per EIS Instructions that can be found at the “*Account*” tab. Select “Added” from the drop-down at the “Added/Deleted” field and enter the year the facility was added in the “Date Added/Deleted” field.

**Facility Added prior to August 16, 2015:** Such facility “should” have had the “Added” and “Date Added” values entered “last” year. If it did not, do not attempt to “fix” this now. If it did indicate “Added” in last year’s report, for this year’s report, edit the “Added/Deleted” field by selecting the “blank” value in the drop-down. The “Date Added/Deleted” value should remain as the year it was added for the historical record.

**Facility Deleted between August 16, 2015 and August 15, 2016:** Do **NOT** delete the facility by using the “*Delete Facility*” option at the first level of the “*Facilities*” tab. Instead, edit the “Added/Deleted” field by selecting the “Deleted” value and edit the “Year Added/Deleted” field by entering the year you deleted this facility. Facilities should only be deleted entirely from the EIS system after the annual lock-out period following the year reported as deleted in the LBO report.

**Facility Deleted prior to August 16, 2015:** Such facility “should” have had the “Deleted” and “Date Deleted” values entered “last” year. If it did not, do not attempt to fix this now. Use the “Delete” option at the first level of the “*Facilities*” tab to remove from EIS.